



DEPARTMENT OF THE ARMY
HEADQUARTERS, AREA II SUPPORT ACTIVITY
UNIT #15333
APO AP 96205-5333

REPLY TO
ATTENTION OF:

IMKO-AB-ZA

7 June 2006

AREA II COMMAND POLICY # 4-2

MEMORANDUM FOR ALL AREA II TENANT UNITS/ACTIVITIES

SUBJECT: Area II Support Activity Nontactical Vehicle Policy

1. The purpose of this memorandum is to provide guidance for all tenant units of Area II on the policies and procedures for requesting, operating, and managing Nontactical Vehicles (NTV).
2. Applicability: This policy is effective immediately and applies to all users of the Area II Support Activity Transportation Motor Pool (TMP).
3. References:
 - a. AR 58-1, 10 August 2004, Management, Acquisition, and Use of Motor Vehicles.
 - b. AR 385-55, 12 Mar 1987, Prevention of Motor Vehicle Accidents.
 - c. AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability
 - d. Eighth Army Reg 58-1, 9 April 2002, Management and Use of Nontactical Vehicles.
 - e. Eighth Army Policy Letter #21, 14 April 2005, Non Tactical Vehicle (NTV) Official Use, Assignment and Leasing.
 - f. Current Eighth Army Cost Factor Guide.
4. Definitions and Acronyms:
 - a. Class A – Continuing Assignment: for individuals designated by the Secretary of the Defense or Secretary of the Army.
 - b. Class B – Recurring Dispatch: vehicles assigned to a unit for daily recurring official business.
 - c. Class C – Pooled Vehicles: vehicles used for non-recurring mission support

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5. Installation Transportation Officer (ITO) will:

a. Review, validate, and keep on file all justifications for NTV Class B support (EA Form 189) on a semiannual basis. Review utilization mileage on a monthly basis and maintain a record of this review in TMP files. Administrative-type vehicles (Sedans, Carryalls/Vans, and Truck-Utility/SUVs) that are found to have average utilization rates (over a minimum three (3) month period) of less than 40 percent will enter a three-month probationary status. If the utilization does not average 40 percent during the probationary period, the vehicle will be recalled from Class B dispatch.

b. Act as approving authority for nonrecurring requests that exceed the Permissible Operating Distance (POD) of 100 miles. Ensure the maximum use of commercial transportation for trips that exceed the POD.

6. Policies.

a. NTVs are for official use only. Mileage will be recorded at the end of the duty day.

b. Personnel will not use NTVs in tactical or off-road operations (to include exercises) or on unimproved dirt roads. This does not apply to four-wheel drive vehicles designed specifically for such use.

c. NTV operators shall not use cell phones unless the vehicle is safely parked or unless they are using hands-free device. The only exceptions to this prohibition will be emergency responders, such as military police, ambulance, fire emergency, explosive ordnance disposal (EOD), and HAZMAT responders.

d. The TMP will select vehicles best suited to complete the requested mission; therefore, it is critical that a detailed justification be submitted.

e. NTVs are used to meet official administrative transportation needs. All personnel will make maximum use of scheduled military shuttle bus service for local travel. Any customer desiring Class B vehicle support must provide written justification to the ITO for approval.

f. Staff sections of non-organic Eighth Army units are required to reimburse the TMP, Area II Support Activity in accordance with established Interservice Support Agreements (ISA.) Reimbursement will be made in accordance with the current Eighth Army Cost Factors Guide.

g. The TMP will use Class C NTVs to meet peak workloads, replace NTVs undergoing maintenance repairs (not scheduled services) on a case by case basis, provide support for exercises, and other non-recurring requirements. Personnel requiring the use of a Class C NTV for temporary duty that is more than 100 miles from home station will coordinate with the destination TMP for support. The TMP will dispatch Class C NTVs on a first-come, first-serve basis. This is a non-reimbursable action, unless it is in support of DoDDS, or is covered as a reimbursable service in an existing ISA.

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h. Leasing NTVs is costly and will be kept to a minimum. Use of pooled NTVs as well as use of existing shuttle services or commercial transportation is required before considering leased NTVs. All requests for lease of NTVs must be fully justified, endorsed by the first O-6 Commander in the requesting unit's chain of command or O-6 staff principal in the chain of command and submitted to the ITO.

(1) Long Term Lease: There will be a periodic review of all long term NTV leases conducted by the Principal Offices/Units semi-annually and submitted to the Unit Resource Manager. The Unit Resource Manager will then submit to the Eighth Army G8.

(2) Short Term Lease: Short-term leases will not exceed 7 days, except during major combined and joint exercise periods, or other circumstance where a monthly rental is more cost advantageous to the government. Approval for short-term lease is the first O-6 level commander or O-6 principal staff officer in the chain of command.

(3) Using unit assumes responsibility for commercially leased vehicles (e.g. fuel, accident repair costs, and toll fees). Exercise vehicles' fuel costs are paid for with Exercise funds.

i. Units that have dispatched vehicles from the Area II Support Activity TMP accept full responsibility for safe operation of vehicles. The using unit is responsible for all repair costs should damage occur to the NTV while under its control. If the using unit has drivers from other units tasked to operate vehicles, the using unit is responsible for the vehicle, not the tasked driver's unit.

j. Bus Services

(1) Priority of boarding on military shuttle buses is as follows:

(a) Military personnel and DoD employees between offices and work areas of the installation or activity during duty hours.

(b) Enlisted soldiers traveling between troop billets, places of duty, and dining facilities.

(c) DoD contractor personnel conducting official defense business.

(d) Employees of non-DoD Federal Agencies on official business.

(2) The following personnel may be provided ridership on a space available basis:

(a) Off-duty military personnel of DoD civilian employees.

(b) Reserve and National Guard members.

(c) Dependents of active duty personnel.

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(d) Retirees.

(e) Visitors to the installation (intra-installation only).

(3) The number of passengers transported in buses will be restricted to the designated seating capacity.

(4) All bus drivers are to ensure the following measures are taken:

(a) Bus undercarriages are to be locked at all times.

(b) Vehicle doors are to be locked while the operator is not around, unless passengers are already on board.

(c) Ensure the bus is checked for foreign objects (e.g. lost items, possible explosive devices) at the beginning/end of every run.

(d) All passengers will be required to present Military/Federal I.D. when boarding the bus at a non-USFK-controlled installation (e.g. Incheon Airport.)

7. Official Use of Nontactical Vehicles.

a. The use of Army owned or leased NTVs is restricted to official use only. Official use is considered to be that transportation which is essential to successful completion of the mission and when its intended use is consistent with the purpose for which the vehicle was acquired (AR 58-1, Para 2-3).

b. United States Code, Title 31, Section 1344, states that official purposes shall not include transportation between domiciles and places of employment except in cases approved in writing by the Secretary of the Army. Exceptions to this provision are as follows:

(1) Transportation may be provided between lodgings and duty stations for personnel on temporary duty (TDY) when public or commercial services are inadequate or nonexistent. The TDY status of an individual does not necessarily justify transportation by NTV; use of NTVs shall be based on need, distance involved, or other conditions identified in AR 58-1, Para 2-3i.

(2) The TMP may provide visiting dignitaries and official visitors and their spouses NTV transportation necessary to accomplish their official business.

(3) NTV support of groups may be provided for authorized and officially sanctioned activities depending on the availability of assets. The responsible commander or designated representative will determine if failure to provide such service would have an adverse effect on the morale of the service members and the unit mission. The use of these assets will not jeopardize support of higher priority requirements (AR 58-1, Para 5-5).

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8. Exercise Support

a. All requests for NTV support during major exercises (RSO& I, UFL, Foal Eagle) will be submitted to Eighth Army ACoS, G4, Plans and Exercise Branch, and subsequently tasked to IMA, KORO, Logistics Division. Units must submit requests NLT the final planning conference for that exercise. As a general rule, this is 60-75 days prior to the exercise. This includes all units serviced by the Area II Support Activity.

b. All NTV's must be returned NLT one week after the completion of the exercise. At no time will NTVs be extended unless approved by the Commander, Area II Support Activity.

9. Restrictions.

a. The use of NTVs is not authorized for transportation over all or any part of the route between home and place of duty unless specifically authorized by DA.

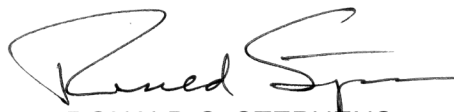
b. NTVs are not authorized for personal errands or "side trips" unless the rules for temporary duty (TDY) status apply (see Paragraph 7). NTVs cannot be used for transportation to or parked at, commissaries, post exchanges (PXs) (including all concessions), bowling alleys, officer and non-commissioned officer clubs unless that employee is on official government business or TDY. In addition, NTVs cannot be used to pickup or deliver items or supplies that are required for any unofficial functions or activities such as office coffee funds or office luncheons.

c. The use of NTVs is not justified based on rank, prestige, or personal convenience.

d. Military personnel will wear duty uniform while operating NTVs unless specifically authorized by the commander or staff agency director of the requesting activity. Approval to operate NTVs in other than duty uniform will be documented on the vehicle request and the vehicle dispatch.

e. The consumption of alcoholic beverages and smoking while in U.S. Government vehicles is prohibited.

10. Point of contact is the ITO, Area II Support Activity, at 738-3250.



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COL, SC
Commanding